

February 16, 2012

Frederick County Community Development Division

Water & Sewerage Plan Amendment
Application Instructions

Applications for Water & Sewerage Plan map and text amendments will be accepted in the following months:

March – Spring Cycle

July – Summer Cycle

November – Fall Cycle

Required Application Material: (original plus 29 copies of all material)

1. Application: Completed and signed by the property owner or contract purchaser. If contract purchaser, letter of consent from property owner. **Please note the choice to have all correspondence e-mailed to the property owner or agent.**
2. Application fee: \$1,200 PLUS \$204 DUSWM review fee. A single check should be made payable to Treasurer of Frederick County.
3. Description of Property: Provide an 8 1/2 x 11 copy of tax map marked to delineate all subject parcels, with the tax map and parcel/lot numbers labeled. These tax map and parcel/lot numbers must match the information on the application. Include a State Assessment Data listing for each parcel for which a classification change is being requested. www.dat.state.md.us.
4. Municipal Letter: For properties within municipalities, applications must include a letter from a designated official in that municipality certifying the amount of water supply and wastewater system capacities, and the intent to provide the available capacity to the property, or how sufficient capacity will be provided.
5. Development Approval Letter(s): Applications for mapping changes to property classifications must provide approval letters from all appropriate municipal or County agencies for site plan, subdivision, and/or improvement plan approvals.
6. Justification Statement: A written explanation of how the criteria listed in the Water and Sewerage Plan are met. Any other relevant material the applicant wishes to be considered.
7. Public Ethics Law – Fill out and sign Applicant Disclosure Form.

If the application is incomplete, it will be returned to the applicant, along with the filing fee.